



School Assessment Coordinator Confidentiality Agreement



SMARTER BALANCED ASSESSMENT AGREEMENT TO MAINTAIN CONFIDENTIALITY

The Smarter Balanced Assessment is a secure, proprietary test instrument with components copyrighted by Smarter Balanced Assessment Consortium. Any disclosure of test items to any person might constitute a copyright violation. Also, any such disclosure or dissemination of test items will undermine the value of the test and adversely affect the validity of test results. The confidentiality of test questions and answers is paramount in maintaining the integrity and validity of the test. Accordingly, the Department of Public Instruction and Wisconsin educators must take every step to assure the security of these test instruments. I hereby agree that I will not disclose to any person, any materials (such as, but not limited to: test items, graphics, tasks, scoring rubrics, item specifications, test design, content limits, and measurement/research data) related to the Smarter Balanced Assessment at Grades 3- 8.

I acknowledge that I will have access to a secure assessment in the Smarter Balanced Assessment. I also acknowledge that I have read, understand, and agree to adhere to the Wisconsin Testing Code of Ethics and the Smarter Assessment Test Security Policies. I understand that these testing materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment's required training. I therefore pledge:

1. I have read and understand the Test Security Manual, Smarter Wisconsin Specific Test Administration Manual, and the Usability, Accessibility and Accommodations Guidelines
2. I have trained appropriate school staff on test administration and test security procedures
3. I have collected confidentiality agreement forms from all Test Administrators/Proctors and other school staff who will be working with the assessments.
4. I will not keep, copy, reproduce, paraphrase, distribute, or discuss any test materials and/or test items.
5. I will not use test items or any of the information contained in an assessment to review/prepare students for a test.
6. I will not allow access to the test materials any other person not so authorized
7. I will not alter students' responses in any manner (indicate answers, point out rationale, prompt, etc.).
8. I will not disclose individual student test scores or test performance data to unauthorized persons
9. I will monitor Test Administrators/Proctors and students to ensure that only references or tools specifically designated in test manuals or by accommodations are provided.
10. I will check testing rooms prior to the beginning of test administration to ensure that all specific information is not displayed in the room during the test administration
11. I understand the importance of student privacy and ensure that any reference to WSNs distributed for the purpose of logging onto the test are kept secure and destroyed immediately after testing.
12. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, consequences may include invalidation of student test results, civil legal liability for copyright violations, and district level disciplinary action.

<i>Signature</i>		<i>Date</i>
<i>Name</i>	<i>Title</i>	
<i>District and School Name</i>		